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27 August 1953

REPORT FOR THE WEEK OF 24 - 28 AUGUST

To: Director of Training
From: Management Training Division

Accomplishments

Completed the Human Resources Program, initial phase, with the third group of supervisors in Logistics,- 13 Branch Chiefs and equivalent staff.

Commenced the initial phase of the H. R. Program with the fourth group of supervisors in Logistics,- 11 Section Chiefs and equivalent staff.

[redacted] made a round of calls and business appointments with people in Commo, Personnel, OIC, OSI, ORR, and OCD this week.
25X1 25X1

[redacted] had a profitable luncheon conference with [redacted] of O&M on Tuesday, and with Robert Adcock of the Production and Marketing Administration Supervisory Training Program, Department of Agriculture, on Thursday.

Plans

The first follow-up meetings in the Human Resources Program in TSS have been scheduled for 22, 23, and 24 September.

I am making a two hour presentation at [redacted] request in his on-the-job training program in PM next Wednesday, topic: Operational Management.
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General

The Clerical Induction Section is now in Curie Hall, Wing Eye, 2nd. Floor.

It is important that we continue pressure without ceasing to get air conditioning for the Clerical Training Branch in Wing C, Alcott Hall, and in Wing Eye, Curie Hall.

A statement on position requirements for this Division was submitted today.

[redacted] Chief, Management Training Division

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